



भारतीय जीवन बीमा निगम

Life Insurance Corporation of India

मण्डल कार्यालय : “ जीवन प्रकाश “ जीवन बीमा मार्ग , पंडरी रायपुर (छ.ग.) - 492004

DIVISIONAL OFFICE : “JEEVAN PRAKASH” , JEEVAN BIMA MARG, PANDRI RAIPUR (C.G.) - 492004

-Contract for Supply of Computer Consumables: Fresh Purchase & Refilling to LIC of India, Divisional Office, Raipur , 2018- 19

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Sr Divisional Manager



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**NOTICE FOR OPEN TENDER FOR SUPPLY OF COMPUTER CONSUMABLES: FRESH
PURCHASE , LIC OF INDIA, DIVISIONAL OFFICE, RAIPUR, 2018- 19**

Sealed tenders are invited from reputed vendors for supply of Computer Consumables, under the **Two bid system- Technical bid & Financial bid.**

S No	Activity	Details
1	Tender No & Date	LIC/RDO/Tender/ Computer Consumables/ 18-19 / 7 , 13/11/2018
2	Purchase of Tender Form	From OS Department, LIC of India, RAIPUR Divisional Office, from 13/11/2018 to 01/12/2018 during cash hours, i.e. from 10:30 AM to 03:30 PM on working days. 2nd & 4th Saturday: HOLIDAY The forms shall also be available on our official website: www.licindia.com/ tender link.
3	EMD	Rs. 15,000/- (Rupees Fifteen Thousand Only) (refundable to unsuccessful bidders after award of contract) by way of Demand Draft on any Schedule Bank payable at RAIPUR.
4	Security Deposit	To be deposited by the successful bidders: 10% of the contract value for bidder with contract value more than Rs 10, 00,000 Lacs. By way of Cheque/Demand Draft on any Schedule Bank payable at RAIPUR. The amount shall have to be deposited before the placing of first order with the vendor.
5	Tender Fee	Rs.250/- (Two hundred & fifty only) (nonrefundable) by way of Cash/ Pay Order/Demand Draft on any Schedule Bank payable at RAIPUR. If in Cash, to be paid at L I C of India, RAIPUR D.O., Cash Counter, F&A Department, , Pandri , RAIPUR, CG- 492004
6	Address for submission of sealed envelope(To be put in Tender Box in OS Department, Divisional Office, RAIPUR)	Manager (OS), LIC of India Divisional Office – “ JEEVAN PRAKASH”, Jeevan Bima Marg, RAIPUR, CG - 492004



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7	Submission of Bids Last Date and Time	Date :3rd December, 2018, 17.00 Hrs. (sealed bid envelops should reach on or before last date & time of submission at the above address)
8	Opening of Technical bid Date/ Venue	Date : 4th December, 2018 at 11.30 Hrs. in the presence of one authorized representative of bidders who choose to attend. Venue: as per above address.
9	Opening of Financial Bid, Date/ Venue	Would be separately informed to vendors who qualify the technical bid.
10	Validity of rates	90 days from opening of tender & after award of contract: for 1 yr.
11	Duration of Contract	One year, from date of acceptance of tender.
12	Extension Clause	Available for further 1 year on mutually agreed terms.
13	Contact Details	Manager (OS), Raipur Division Telephone No- 0771- 4054454 E mail Id : os.raipur@licindia.com

Any corrigendum regarding modification/ addition in tender specification or in terms & conditions of the tender shall only be uploaded/ published on our official website- www.licindia.com/ tender- link. Hence, all the interested bidders are advised to visit our above website regularly for latest information regarding the above tender till last date of bid submission.

Sr. Divisional Manager



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(UNDERTAKING Letter to the Corporation on the Supplier's letterhead)

To,
The Sr. Divisional Manager
LIC of India,
Divisional Office, RAIPUR

Dear Sir,

Sub: Tender for ‘Contract for Supply of Computer Consumables to LIC of India, Divisional Office, RAIPUR, 2018- 19’.

With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for the Annual Contract Supply of Computer Consumables to LIC of India, Divisional Office, RAIPUR’. I/We hereby confirm that we have not been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments in India, as on date of submission of bid in response to the above Tender.

I/We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form. I/We also confirm that the offer shall remain valid for One year from the date of acceptance of the tender. I/We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has the right to reject the offer in full or in part without assigning any reason whatsoever. I/We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and LIC of India, on the basis of the information given by me / us can be treated as invalid by the Corporation and I / We will be solely responsible for the consequences. I/We agree that the decision of LIC of India in selection of contractors will be final and binding to me / us.

All the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

I/We agree that I / We have not applied in the name of sister concern for the subject tender process. We enclose herewith a Demand Draft for Rs. 15,000/- (Rupees Fifteen Thousand only) favoring LIC of India and payable at RAIPUR towards Earnest Money Deposit, and Demand Draft/Pay Order for Rs. 250/- (Rupees Two Hundred fifty only) favoring LIC of India and payable at RAIPUR/ Copy of Misc. Receipt issued by your cash department towards Tender Fees.

Also, I/We agree that on being awarded the contract with a value of more than Rs 10, 00,000/- (Rupees Ten Lac Only) I / We would submit the security deposit before the placing of first supply order by LIC of India, Divisional Office, RAIPUR.

(CONTINUED ON NEXT PAGE)



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Details of the receipts are as under:

	DD No.	Date	Bank	Amount(Rs.)
EMD				
Tender Fees				

OR

	Misc. Receipt No.	Date	Amount(Rs.)
Tender Fees			

Yours Faithfully,

Authorized Signatories (Name and designation, Seal of the Firm)

Date:

Place:



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INSTRUCTIONS REGARDING SUBMISSION OF TENDERS

For ‘Contract for Supply of Computer consumables to LIC of India, Divisional Office, RAIPUR’

Non- compliance with any of the following instructions would render the tender non- bonafide

- 1) Tenders shall be submitted at Manager (OS), LIC of India, Divisional Office – “ Jeevan Prakash” , Jeevan Bima Marg, **Raipur (CG) -492004, on or before 03/12/2018 up to 17:00 Hrs** and will be opened on the next working day, i.e. on **04/12/2018 at 11.30hrs** subject to rules. Vendors shall ensure that their tenders are received before the date and time specified as **no consideration, whatsoever, shall be given for postal or any kind of delays. Tenders not submitted on our schedules are liable to be rejected summarily.**
- 2) The tenders shall be submitted in the following format:
 - a. **In a sealed cover and super scribed: “Tender for supply of Computer consumables to LIC of India, Divisional Office, RAIPUR, 2018- 19”. The envelope should contain the name & address of the firm.**
 - b. **The sealed cover should contain two separate envelopes:**
 - i. **Marked as “ENVELOPE 1- Technical Bid, Name of the firm & address”.**

Enclosures:

 - a. Duly filled, sealed and signed technical bid (Annexure- A).
 - b. Duly filled, sealed and signed Annexure- E (list of existing clients) along with the documentary evidence like certificates from customers or copies of purchase orders etc.
 - c. Manufacturer’s/ Dealer’s Authorization Form [MAF], as per annexure- D enclosed.
 - d. DD for EMD and tender fee. In case the payment is made in cash at cash counter at RAIPUR D.O., copy of miscellaneous receipt should be attached.

Please note that **TENDERS WITHOUT EMD/ TENDER FEES WILL NOT BE ACCEPTED.**

 - e. UNDERTAKING Letter to the Corporation on the Supplier’s letterhead (enclosed with tender documents).
 - ii. **Marked as “ENVELOPE 2- Financial Bid, Name of the firm & address”.**

Enclosures:



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a. Duly filled, sealed and signed financial bid (Annexure- B).

The rates quoted shall be on **F.O.R basis till address of delivery** and **inclusive of all taxes but EXCLUSIVE OF GST**. The vendor shall be responsible for correct quoting of GST in the bills produced.

NOTE: All the supporting documents, like certificates, proofs, samples, etc., which are being submitted along with the tender forms, should necessarily be attested by the authorized signatories of the firm. Without proper attestation, the document shall not be considered.

- 3) The technical bid is liable to be rejected if any rate is found to be quoted or an indication of the same is found therein.
- 4) Contractors should put their firm's endorsement on each page of the tender document as token of perusal along with signatures & proper seals on all relevant places as marked on the tender documents.
- 5) Contractors should fill up all the relevant blanks and **No alterations/additions are to be made by the suppliers on the contents of the tender paper**. If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and the Security Deposit issued to the Corporation shall be forfeited without any claim whatsoever on the Corporation.
- 6) If the Tenderer is registered under DGS&D/ NSIC/ MSME, they have to clearly mention and submit a copy of supporting valid documents. In absence of any such document, tenderer shall be considered as not registered under DGS&D/ NSIC/ MSME.
- 7) Proposal for any alterations or changes to the terms and conditions laid down in the tender document would warrant rejection of the tender, at the discretion of the Sr. Divisional Manager, Divisional Office, RAIPUR.
- 8) The contractor is required to check the number of pages as per the Index above, and should any be found missing or to be in duplicate, or if the figures or writing be indistinct, he should inform The Sr. Divisional Manager at once and have the same rectified.
- 9) In case any clarification is sought over items in our schedule of quantities w.r.t. technical specification and commercial terms and conditions, or over the precise meaning of any items or figure, the same should be addressed to the office of the undersigned, in writing, well before opening date of tender and it will be redressed by our office immediately.
- 10) No liability or claim whatsoever will be admitted in respect of errors addressed in points- 8 & 9 above, which should have otherwise been rectified as per instructions therein.



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- 11) The basic rates quoted by the supplier shall be firm throughout the contract period and should be inclusive of all charges i.e for materials, labour, loading, unloading etc charges but **EXCEPT GST** and all deliveries must be on the F.O.R. basis i.e. they should be delivered to the Stationery Department 2nd Floor, Divisional Office Pandri, Raipur.
- 12) Tender rates shall remain valid for 90 days from the date of opening of the tender.

SR. DIVISIONAL MANAGER



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Terms & Conditions of the contract

For ‘Contract for Supply of Computer consumables to LIC of India, DO, RAIPUR, 2018- 19’

A. Eligibility criteria for qualification in technical bid:

1. The firm/ Company should be in this profession for at least 3 years & a duly attested copy of the Registration Certificate must be enclosed.
2. The firm should be authorized dealer for supply of IT consumables of that company for which rates are being quoted like TVS,HP,SAMSUNG, Tally Gnicom, Printronix, Epson, Ricoh, LIPI etc., The firm/company is required to submit original MANUFACTURER’S AUTHORIZATION FORM (MAF) **on Company (OEM)’s letter head** duly signed by the Authorized signatory of Company as per Annexure D for supply of IT consumables.
3. **Kindly take note that only ORIGINAL RIBBONS/ CATRIDGES/ PRINTER HEADS/ INK TANKS/ etc. PER ITEM SHOULD BE SUPPLIED. NO COMFORTABLE FITS WOULD BE ACCEPTABLE. IF FOUND THAT A NON- ORIGINAL ITEM IS SUPPLIED THE SAME WOULD WARRANT BLACK LISTING OF THE FIRM.**
4. The firm/ company should not have been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments in India, as on date of submission of bid in response to the above Tender.
5. The vendor should be on the panel of at least 3 reputed firms apart from LIC.
6. The firm/supplier should have registration with state & local authorities for undertaking the profession (attested copies of proof to be enclosed).
7. The firm/supplier should keep sufficient stock in hand so as to comply with the Urgent needs without delay.
8. Minimum annual turnover of the company should be **Rs 30 Lakh** and above during **last three years** and experience of having executed an order of one PSU/ Govt. /reputed pvt.Firm/company worth Rs 5 Lakh and above for any one of the last 3 years.
9. The company should have a valid PAN Card no. issued by Income tax department.
10. The Company must be having proper GST registration.
11. **Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm must be attached as proof.**
12. A security deposit @ 10% of total order (inclusive of all previous orders) for purchases exceeding Rs 10 Lacs would have to be deposited by the firm/ company necessarily. The deposit shall not bear any interest.



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B. General Terms & Conditions:

1. The present scope of the contract will cover supply of Computer consumables to Divisional Office, RAIPUR; **STRICTLY** as per the prescribed specifications of Annexure- B and the computer consumable(s) supplied should be maximum 03 months before date of supply of the item at LIC office.

The tenders are being invited only from the authorised dealers of the mentioned products and the MAF: MANUFACTURER’S/DEALER’S AUTHORISATION FORM is to be compulsorily submitted for the same.

2. Tenders shall have to be submitted at Manager (OS), LIC of India, Divisional Office – “ Jeevan Prakash” , Jeevan Bima Marg, Raipur (CG) -492004, on or before 03/12/2018 up to 17:00 Hrs and will be opened on the next working day, i.e. on 04/12/2018 at 11.30 hrs., subject to rules. Vendors shall ensure that their tenders are received before the date and time specified as **no consideration, whatsoever, shall be given for postal or any kind of delays. Tenders not submitted on our schedules are liable to be rejected summarily.**
3. The financial bids of only those firms/ companies shall be opened who qualify the technical bid. A representative of the firm/ company may choose to be present at the time of opening of Financial Bid.
4. Work shall be awarded to the lowest tenderer. However, in case services of the same are not available for reasons whatsoever, the work may be offered to other tenderers- L2, L3, L4., etc., who is willing to carry out the work at the same rate as L1. For such a change of course brought upon the office, the Sr. Divisional Manager would be competent authority to impose penalty on the supplier, if deemed fit.
5. While the tender fee remains non- refundable, the EMD shall be refunded to all the unsuccessful tenderers. The same shall not carry any interest and will be refunded to the bank account- details for which are provided in the Technical Bid, Annexure- A.
6. The successful bidder, with the contract value of more than Rs 10, 00,000/- lacs, shall have to deposit 10% of the contract value, besides Tender fee & EMD, a security deposit in the nature of performance guarantee by DD or Bank Guarantee in favor of LIC of India through scheduled Banks payable at RAIPUR, which is refundable without interest.
7. **Two weeks’ (15 days)** time would be given to the successful bidder in order **to furnish the Security Deposit (SD)**. In case the firm fails to deposit on time, the order/ tender may be cancelled and the case may be processed to order elsewhere. This decision shall remain at the sole discretion of the Sr. Divisional Manager.
8. The basic rates quoted should be the basic rate of each product inclusive of all taxes and other charges including Packing, **delivery to the stationery room**, transportation, loading and unloading charges, i.e. the rates quoted should be on an F.O.R. basis but, **exclusive of GST**.
9. **No rate change would be entertained if the address for delivery of items is changed to another address in the same city.**
10. Mere submission of the application for tender does not confer the right of selection.
11. The supplier has to ensure the delivery of material in good condition, packed strictly in accordance with the packing instructions provided on page- 13.



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12. Work order may be placed in parts depending upon the requirements during the year. The material will be delivered at OS Department, LIC of India, Divisional office, Second Floor, Pandri, RAIPUR-492004. or any other place that may be specified by the corporation if so needed within the stipulated period as decided at the time of placing order but not more than 21 days from the date of order.

13. **Penalty Clause:** Time limit for supply of Computer consumables would be 21 days from the date of receipt of purchase order by the vendor. Otherwise penalty may be imposed as under:

(1) up to 21 days no penalty

(2) After 21 days for a delay of 1 week, penalty will be @2 %

(3) After 21 days for a delay of 2 weeks, penalty will be @ 3%

(4) After 21 days for a delay of 3 weeks, penalty will be @5%

(5) on delay beyond as mentioned in (4) above, the order would be cancelled and the Corporation will then be free to acquire stationery from an alternate source. The difference in price of stationery so acquired will then be recovered from the defaulting vendor. Under such a scenario, at the discretion of the Sr. Divisional Manager, the firm may even be blacklisted with forfeiture of the security deposit.

The above mentioned penalty clause would also be invoked in case of short supply of stores. An order once placed shall be honored by the vendor in full.

14. In case of any deviation from the specification in supply of IT consumables the order shall be liable for rejection at the sole discretion of competent authority.

15. If and when defects of any kind or deviation from specification mentioned in Annexure B are detected and reported to supplier, then suitable replacement or removal of defect is to be done by supplier free of charge.

16. **Rates quoted shall remain firm & binding upon both the parties and should be valid for a period of 1 year, commencing from the date of acceptance of the tender.** The tender period can be extended for a period of one more year, with prior permission of The Competent Authority, if the services are found to be satisfactory & upon agreed terms & conditions. At the same time, The Competent Authority may lessen the tender period, if required, during extra ordinary circumstances.

Also, the estimated quantities mentioned in Annexure- C may vary +/- 25%.

17. Please note that all bills / invoices will be settled through NEFT and shall be subject to the necessary tax deductions at source, as and when applicable- at the then prevailing rate. No advance or part payments would be made.

18. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.



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19. The Contractor will have no rights to transfer or assign the contract or any rights there under to anyone.
20. It is clearly understood by the Supplier that the persons employed by the Supplier for providing services as mentioned herein, shall be the employees of the Supplier and not of “The LIC”. The Supplier shall be liable to make payments to its said employees.
21. **Extension Clause:** If the supply and service of the vendor is found to be to the satisfaction of the OS Department, the contract may be extended for one year but only after due sanction from the competent authority.
22. **Termination Clause:** The Corporation reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days. This decision will not be challengeable in any court of law. The Contractor will have to give a notice of One month if the contractor wishes to terminate the contract before expiry of the contract period. In both these case security deposit will be forfeited.
23. Any dispute arising out of this acceptance shall be referred to for “Arbitration” to The Sr. Divisional Manager, L.I.C. of India, Divisional Office, Pandri, RAIPUR and his decision shall be binding on the Firm/Vendor/Manufacturer. The Firm/Vendor/Manufacturer shall not raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator. Any dispute arising out of or relating to this tender shall be deemed to have arisen in RAIPUR and shall be under adjudication a court in RAIPUR.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.
2. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as “Investigating Officer”, to make an investigation as specified under Sec.33 (1) or carry out an inspection as specified under Section 33 (2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, managing Director or Other Officer of the service provider or contractor where the services are outsourced by LIC of India.

Sr. Divisional Manager

I/ We have read and understood all the terms & conditions including the eligibility conditions & instruction for submission of tender forms and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.

Date:Signature of Tenderer/ Vendor with Seal



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Place:



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PACKING SPECIFICATION

- The items should reach our stores in perfect condition, packed in a way that it may be further supplied to our branches in the same condition.
- The items delivered should be untampered, with proper markings and sealing as provided by the company itself.
- The items should also bear proper product details w.r.t. part no, product name and other statutory specifications like bar codes, date & place of manufacture etc.
- Items supplied should be **STRICTLY** as per the prescribed specifications of Annexure- B. and the computer consumable(s) supplied should be maximum 03 months before date of supply of the item at LIC office.
- Also, care should be taken that the individual boxes of the items and the cartons they are supplied in should be properly sealed to avoid spillage and should be untampered when they reach us.

Address of the Corporation store for delivery:

Manager (OS)
LIC of India,
Divisional Office – “ Jeevan Prakash”,
Jeevan Bima Marg,
Pandri,Raipur, CG- 492004

Sr. Divisional Manager

I/ We have read and understood all the terms & conditions including the eligibility conditions & instruction for submission of tender forms and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.

Date:
Place:

Signature of Tenderer/ Vendor with Seal



भारतीय जीवन बीमा निगम

Life Insurance Corporation of India

मण्डल कार्यालय : “ जीवन प्रकाश “ जीवन बीमा मार्ग , पंडरी रायपुर (छ.ग.) - 492004

DIVISIONAL OFFICE : “JEEVAN PRAKASH” , JEEVAN BIMA MARG, PANDRI RAIPUR (C.G.) - 492004

ANNEXURE- A: THE TECHNICAL BID

For ‘Contract for Supply of Computer consumables to LIC of India, Divisional Office, RAIPUR’

(To be provided on Vendors Letterhead, compulsorily, along with the requisite annexure)

Name of Company with seal	
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PART- I: GENERAL INFORMATION:

Sr	DESCRIPTION	DETAILS
1	Name of the Company/Firm	
2	Type of Vendor: Manufacturer/ Printer/ Supplier/ Authorized dealer/ Service provider	
3	Date of establishment / Incorporation	
4	Status of the firm: (Whether Pvt. Ltd company/Public Ltd. Company/partnership firm/Proprietorship Firm)	
5	Whether registered at micro small / medium enterprises (MSME)/ DGS&D/ NSIC within relevant authority, if yes please enclose the certificate.	
6	Company’s Registered/Head office Address, Land line telephone no & email- id	
7	Company’s local office Address, Land line telephone no & Email- id.	
8	Name of the Chairman/Managing Director/CEO/Country Head(as the case may be), his address & telephone no.	
9	In case of a partnership, name of Partners/ Directors	
10	Name & full contact details of the representative(s) who would be calling on us & attending to our jobs.	
11	Whether registered with the Registrar of companies/Register Firms in India. If so, mention Number and date and attach Registration Certificate copy)	
12	Whether certified copy of Registration confirming that tenderer is in the business for last 3 years is attached.	
13	Whether the Contract copies for having executed such order by the tenderer in any one of the preceding 3 Financial Year enclosed.	
14	Whether the firm is empaneled with any office of LIC or any other PSU. Please give details in Annexure- E.	
15	Whether the list of clients of the tenderer is enclosed in Annexure- E	
16	Factory licence No & date of last renewal of the licence. Copy of licence to be enclosed.	



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17	Whether holding certificate under Shops & Establishment Act, 1953? Is it duly renewed? Copy of certificate to be enclosed.	
18	Turn Over for last three years 2015-16, 2016-17, 2017-18 Please attach a copy of audited Balance Sheet and P&L A/C	
19	TIN No.(Please Attach Copy)	
20	PAN NO.(Please Attach Copy)	
21	ESI Registration No. (if applicable, attach copy)	
22	EPF Registration no.(If applicable, attach copy)	
23	GST Registration Name (Person/Firm/Co.)	
	Address as per GST Registration	
	GST Registration : City/Postal Code/State	
	GST ARN No.	
	GSTIN ID No.(Provisional/Permanent)	
	Type of Business (Registered with GST)	
	Servicing Accounting Code/HSN Code	
24	Type of Registration (Composite/Ordinary)	
25	NEFT Details	
	Bank Name	
	Branch Address	
	Type of Account	
	Account No.	
	IFSC	
26	Are you agreeable to abide strictly by the terms & conditions of the tenders or contract?	
27	Are you agreeable to make deliveries to various offices under RAIPUR Division when so directed?	



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28	Mention any other specialties of your establishment	
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NOTE: Write NA (Not Applicable) for information column that does not apply to your Firm/ Company. No column should be left blank.

Make sure to type this form or to fill it legibly in ink. If space provided be insufficient, please type/ write your replies on a separate sheet giving appropriate reference to the question and attach it to the form.

I/ We have read and understood all the terms & conditions including the eligibility conditions & instruction for submission of tender forms and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.

Signature of Tenderer/ Vendor with Seal

Date:

Place:



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DIVISIONAL OFFICE : “JEEVAN PRAKASH” , JEEVAN BIMA MARG, PANDRI RAIPUR (C.G.) - 492004

ANNEXURE- B: THE FINANCIAL BID

For ‘Contract for Supply of Computer consumables to LIC of India, Divisional Office, RAIPUR, 2018- 19’

Name of Company with seal	
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Sl.No.	Description	Make & Details	Amount Quoted (Rs) per Unit including all charges excluding GST	GST (% RATE)
1	DMP Printer Ribbon Cartridges ESPON LQ 1150 II	EPSON LQ 1150 II		
2	DMP Printer Ribbon TVS 355 without ink bank	TVS Dot Magic		
3	Line Printer Ribbon Spooler P-7000	PRINTRONIX		
4	Line Printer Ribbon cartridge 6600/6800 Tally	Tally Genicom		
5	TVS E-Print Head 24 Wire with lock	TVS 355		
6	TVS E-Print Head 24 wire (Round Head)	TVS 355		
7	LQ 1150 II DMP Print Head	EPSON LQ 1150 II		
8	Line Printer Ribbon Cartridge P-7010 Print Capacity 30000	WEP PRINTRONIX		
9	Toner Cartridge Laser Printer Samsung ML 1866 original	Samsung 1043 Model		
10	Samsung ML 1866 Cartridge Chip	Samsung ML 1866		
11	Knob DMP EPSON LQ 1150 II	EPSON		
12	Knob DMP TVS 355	TVS 355		
13	Inkjet Cartridge 960(XL) Black Standard Make HP.	HP CZ666AA		
14	Inkjet Cartridge 960 Black Standard Make HP.	HP CXZ665ZZ		
15	Printer Head	HP Office Jet PRO 3620		



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DIVISIONAL OFFICE : “JEEVAN PRAKASH” , JEEVAN BIMA MARG, PANDRI RAIPUR (C.G.) - 492004

	Description	Make & Details	Amount Quoted (Rs) per Unit including all charges excluding GST	GST (%RATE)
16	T 7741 Black Pigment Ink of Epson M100	Epson T7741		
17	Printer Head	Epson M100 Mono Ink Tank Printer		
18	Black Cartridge Ricoh SP 210	RICOH SP 210		
19	Line Printer Ribbon cartridge 6805	LIPI		
20	TENDBERG DATA LTO ULTRIUM 3 DATA CARTRIDGE 400 GB (800 GB Compressed)	TENDBERG		

Note: L1 will be decided on the basis of basic rate per unit including all charges Excluding GST.

PACKING SPECIFICATION

The items should reach our stores in perfect condition, packed in a way that it may be further supplied to our branches in the same condition. The items delivered should be untampered, with proper markings and sealing as provided by the company itself. The items should also bear proper product details w.r.t. part no, product name and other statutory specifications like bar codes, date & place of manufacture etc.

Also, care should be taken that the individual boxes of the items and the cartons they are supplied in should be properly sealed to avoid spillage and should be untampered when they reach us.

Signature of Tenderer/ Vendor with Seal

Date & Place:



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DIVISIONAL OFFICE : “JEEVAN PRAKASH” , JEEVAN BIMA MARG, PANDRI RAIPUR (C.G.) - 492004

ANNEXURE: C

SCHEDULE OF ESTIMATED QUANTITY: Actual quantity may increase or decrease

S No	DESCRIPTION	MAKE	ESTIMATED QUANTITY
1	DMP(Dot Matrix Printers)	TVS 355	
	Ribbon/ Ink cartridge, 136 Column		5000
	Printer head- 24 pin with lock		70
	Printer head- round head 24 pin		70
	Knob		50
2	DMP(Dot Matrix rinters)	EPSON (LQ1150 II)	
	Ribbon/ Ink cartridge		3000
	Printer head		100
	Knob		50
3	Line Printer	Tally Genicom 6600/6800	
	Ribbon/ Ink cartridge		300
4	Line Printer	LIPI 3805	
	Ribbon/ Ink cartridge		50
5	Line Printer	Printronix- 7000	
	Ribbon/ Ink cartridge		100
6	Line Printer (print capacity 30000)	Printronix- 7010	
	Ribbon/ Ink cartridge		400
7	DATA CARTRIDGE	TENDBERG	
	LTO ULTRIUM 3 Data Cartridge 400 GB (800 GB Compressed)		35
8	Laser Printers	Samsung- - ML 1866 Monochrome	
	Cartridge		40
	Cartridge chip		50
9	Inkjet Printer	Hewlett Packard (OFFICEJET PRO 3620)	
	Cartridge 960 XL Black Standard		200
	Cartridge 960 Black Standard		200
	Printer Head		25
10	Inkjet Printer	Epson- M100 Mono Ink Tank printer	
	T 7741 Black Pigment Ink		50
	Printer Head		2
11	Inkjet Printer	RICOH SP210, Category: 3C- 1	
	Cartridge		30



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ANNEXURE: D

MANUFACTURER’S/DEALER’S AUTHORISATION FORM [MAF]

[TO BE SUBMITTED IN SAME FORMAT & IN ORIGINAL ONLY]
[OTHERWISE TENDER WILL NOT BE CONSIDERED]

THE CHAIRMAN [STORES COMMITTEE]
LIC IN INDIA
DIVISIONAL OFFICE
RAIPUR: 492004

Dear Sir,

Sub:Tender for the supply of computer consumables items 2018-19

We, M/Swho are established and reputed Manufactures of
....., having Factories/Depot at
.....
authorize M/S.....
.....
(Name & address of bidder) to offer their quotation and conclude the contract with you against the above invitation for the Bid, as one of our authorized Dealers.

We hereby, extend our full guarantee and comprehensive warranty as per term and condition of the Tender for our product offered against this invitation for Bid by the above firm.

Dated at..... thisday of 2018

Authorized Signatory
Signature
Name

Mobile /contact number

To be submitted on Company (OEM’s/Dealer’s in case of sub-dealers) letter head duly signed by the Authorized Signatory of Company.



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DIVISIONAL OFFICE : “JEEVAN PRAKASH” , JEEVAN BIMA MARG, PANDRI RAIPUR (C.G.) - 492004

ANNEXURE-E

For ‘Annual rate Contract for Supply of Computer consumables to LIC of India, Divisional Office Raipur’

Details of LIC or any other PSU clients of the firm

(Separate page must be submitted for each Client)

Name of the Company:

Address of the Company:

Name, designation of contact person
with telephone no. and e-mail ID

Name:

Designation:

Landline No.:

Cell No.:

Email ID:

Details of material supplied in last 3 years (Ref.No, date of work order with photo copy of same)

Signature of Tenderer/ Vendor with Seal

Date:

Place:

Details of other valuable clients

(Separate page must be submitted for each Client)

Name of the Company:

Address of the Company:

Name, designation of contact person
with telephone no. and e-mail ID

Name:

Designation:

Landline No.:

Cell No.:

Email ID:

Details of material supplied in last 3 years (Ref.No, date of work order with photo copy of same)

Signature of Tenderer/ Vendor with Seal



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DIVISIONAL OFFICE : “JEEVAN PRAKASH” , JEEVAN BIMA MARG, PANDRI RAIPUR (C.G.) - 492004

Date:

Place:

ANNEXURE- F

For ‘Annual rate Contract for Supply of Computer consumables to LIC of India, Divisional Office, Raipur’

CHECKLIST OF DOCUMENTS TO BE SUBMITTED
(Apart from duly filled & signed tender documents)

1. Certificate of registration with Registrar of Companies/ Firms in India.
2. Documentary proof that the Company/ Firm has been in business for the last 3 years in India.
3. Contract copies of similar orders executed in the last 3 years.
4. Latest issued Factory license no & certificate.
5. Latest Certificate issued under Shops & Establishment Act.
6. DGS & D/ NSIC/ MSME certificates, if applicable.
7. Audited Balance Sheet and Profit & Loss statement for the last 3 financial years: 2015- 16, 2016- 17 & 2017- 18.
8. Copy of TIN of the Company/ Firm.
9. Copy of PAN of the Company/ Firm.
10. ESI & EPF registration certificates, if applicable.
11. GST registration certificate.
12. Cancelled Cheque for NEFT details.

Sr. Divisional Manager